

Spokane Community College



July 4, 2006
Recruitment No. 116Y06

PRE-HOSPITAL CARE INSTRUCTOR FULL TIME/TENURE TRACK Spokane Community College Review begins August 3, 2006

Spokane Community College seeks qualified candidates for consideration of employment in this annually contracted, tenure track position

DUTIES AND RESPONSIBILITIES

- Prepares for and instructs, through traditional classroom, lab and distance education modes, in the discipline of Pre-Hospital Care (EMT/Paramedic) ; Examples of the types of courses typically assigned include: First Aid, Emergency Medical Technician, Intermediate Life Support, Advanced Life Support; Assignments may be at off-campus centers and may also include evening and/or weekend classes.
- Provides availability and accessibility to students for purpose of academic consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication;
- Communicates expectations and establishes clear grading criteria through appropriate instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the instructional process; evaluates student progress and provides clear, timely feedback;
- Participates in district, division, department, or general faculty meetings; in-service training; curriculum development; academic consulting; workshops or seminars; service on district or college councils or committees, or other activities within the scope of the position;
- Complies with state and federal law applicable to professional duties and responsibilities; Follows established procedures in areas such as printing, turning in grades, bookstore orders, office support, student financial aid requirements, safety and health issues and related administrative processes;
- In addition, faculty may:
 - Coordinate and administer program in compliance with accreditation standards
 - Supervise paraprofessional employees or direct the work of assigned work-study students.
 - Advise student clubs or associations.

REQUIRED COMPETENCIES (Minimum Qualifications)

1. Acceptance of the responsibility to promote the welfare and best interests of students at all times.
2. Acceptance of and willingness to support the role that community colleges serve in higher education, and specifically the mission, values, goals and objectives of the Community Colleges of Spokane.
3. Ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution and the community/technical college system.
4. A demonstrated understanding of and value for the contributions that a diverse workforce can make to the success of both the organization and the students we serve.
5. An earned Bachelor's degree from an accredited institution.
6. Two years of relevant work experience in the field of Pre-Hospital Care (EMT/Paramedic).
7. Graduate of Department of Transportation approved Paramedic program.
8. CPR and ACLS certification,
9. Eligibility to be certified as a Senior EMT.
10. Hold current state or national Paramedic certification

PREFERRED COMPETENCIES (Desirable Qualifications)

1. An earned Bachelor's degree in Emergency Health Services or Adult Education from an accredited institution.
2. An earned Master's degree from an accredited institution.
3. ACLS, PALS and BCLS or PHTLS instructor certification.
4. Recent successful college teaching experience.
5. EMS teacher certification.

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6. Familiarity with Commission on Accreditation of Allied Health Programs accreditation standards and procedures.
7. Ability to employ various format and styles to teaching to include distance learning.
8. Be an advocate of community college education.

TERMS OF EMPLOYMENT

This is a full-time, tenure track position with an annual beginning salary of **\$39,653 - \$40,873** for a 175-day contract. (Advancement opportunities exist, based upon professional development performed during course of employment and seniority, to maximum of \$61,613). Total compensation: **\$50,583 - \$51,894**. Total compensation is an estimate based upon base salary, current CCS benefit contribution rates and median retirement contributions. The actual total will vary depending upon each employee's enrollment specifics.

In addition, tenure track faculty have access to the following forms of supplemental compensation, consistent with the provisions of the current collective bargaining agreement between CCS and the Association for Higher Education (AHE) - subject to change through the collective bargaining process: elected department chair stipend (\$1,500 to \$10,300 annually, dependent upon size of department), club advising stipend (\$160 to \$1,120 dependent upon activities advised), supplemental (i.e. "moonlighting") instructional contracts (\$2,800 to \$3,298 per quarter/per assignment and dependent upon workload category), special project stipend (up to \$2,000 annually), and summer school assignment (\$9,913 to \$11,743 for a 100% load and dependent upon salary step placement).

CCS reserves the right to cancel this recruitment without notice. Academic employees are represented by the Association of Higher Education (AHE), which is affiliated with NEA and WEA. AHE membership or payment of representation fee is required. Anticipated date of employment is **September 13, 2006**.

CONDITIONS FOR EMPLOYMENT

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the U.S. This is an absolute condition of employment. In addition, CCS maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. CCS employees must be able to successfully work in and promote a multicultural and diverse work and educational environment. Requires Criminal background check. If using personal vehicle for travel, proof of driver's license and car insurance required

APPLICATION PROCEDURES

Incomplete applications will not be considered. A complete application consists of the following numbered items:

1. an official application
2. a cover letter addressing your qualifications as applied to the responsibilities of this position
3. a comprehensive resume
4. names, addresses, and telephone numbers of three professional references
5. transcript(s) - copies of transcripts are acceptable at time of application; name of student and institution must be on the transcript

Must request **official** application (resumes will not substitute for official application) by contacting the **Human Resources Office, Community Colleges of Spokane, 501 N. Riverpoint Blvd., MS 1004, P. O. Box 6000, Spokane WA 99217-6000, hro@ccs.spokane.edu** or visit our Website at: <http://www.ccs.spokane.edu/files/forms/District/16011609.pdf>. Phone: (509) 434-5040; for 24 hr. employment and job status line (509) 434-5050.

Person(s) with a disability may request special accommodations for receiving and completing the application process to include; materials in large print, audio tapes explaining application information, interpreters for the hearing impaired, or special interview arrangements. Requests for these services may be made on an individual basis by calling (509) 434-5040.

Community Colleges of Spokane information regarding campus crime statistics and policies are available at http://www.ccs.spokane.edu/Students/Right_To_Know/Default.aspx or call (509) 434-5040 for a copy.

APPLICATION CLOSING DATE

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Applications will be accepted until this position is filled. However, the screening committee for this position will begin reviewing applications on **August 3, 2006**. Applications are encouraged prior to that time to ensure consideration.

All application materials submitted become property of the Community Colleges of Spokane. Personal copies need to be made prior to submitting application materials to the Human Resources Office. The Human Resources Office does not provide copying services.